

To Clone Trips, book the first traveler, then pull up the upcoming trips and click, the following drop down will display with the option to “Clone Trip”

The screenshot shows a web application interface for managing travel. At the top, there is a navigation bar with links: Administration, Profile, Help, Log Out, and a secondary bar with: Traveling Admin, Policy, Profile, Tools, and Cliqbook XA. Below this, a status bar indicates 'You are administering travel for: Me' with a dropdown arrow and a 'Search' button. The main content area has four tabs: Company Notes, Cliqbook Map, Upcoming Trips (which is selected), and Trips Awaiting Approval. Under the 'Upcoming Trips' tab, there is a table with the following columns: Trip Name/Description, Locator, Status, Start Date, and End Date. A single row is visible with the text 'Trip from Omaha to Los Angeles' (partially obscured by a dropdown menu), a 'test' locator, and a 'Confirmed' status. The 'Start Date' is '09/06/2007' and the 'End Date' is '09/08/2007'. A context menu is open over the first row, titled 'Trip Actions' with a close button (X). The menu contains the following options: View Itinerary, E-mail Itinerary, View Request, Create Template, Clone Trip (highlighted with a mouse cursor), Share Trip, Change Trip, and Cancel Trip. On the left side of the interface, there is a vertical sidebar with a 'Logout' button and a settings gear icon.

Trip Name/Description	Locator	Status	Start Date	End Date
Trip from Omaha to Los Angeles test		Confirmed	09/06/2007	09/08/2007

- Trip Actions
- View Itinerary
- E-mail Itinerary
- View Request
- Create Template
- Clone Trip
- Share Trip
- Change Trip
- Cancel Trip

The next screen that displays allows you to select a traveler from your drop down box and displays the trip that is being cloned, you can either select this specific clone choose to look at other options



Booking Clone of: *Trip from Newark to Atlanta* for: Never, William C. ▾



[View Trip Information](#)

☒ Search for these specific flights ☐ I would like to do a general search ☐ Refundable only air fares

Depart Date

04/11/2011



Newark Intl Arpt (EWR) to Hartsfield Intl Arpt (ATL)



US Airways (US) Flight Number 1053 Depart After 8:15 AM (Economy)

Connecting at Charlotte Douglas Intl Arpt (CLT) to Hartsfield Intl Arpt (ATL)



US Airways (US) Flight Number 1429 Depart After 11:46 AM (Economy)

Depart Date

04/12/2011



Hartsfield Intl Arpt (ATL) to Newark Intl Arpt (EWR)



US Airways (US) Flight Number 1428 Depart After 2:40 PM (Economy)

Address http://app2.outtask.com/TravelWizard/twTemplateStart.asp

Google Go Bookmarks Popups okay Check AutoLink AutoFill

Home Trip Library Templates Meetings Meeting Admin Policy Profile Tools Clickbook XX

Booking Clone of: Trip from Omaha to Los Angeles for: Anderson, Clone

[View Trip Information](#)

☒ Search for these specific flights ☐ I would like to do a general search

Depart Date

Eppley Airfield (OMA) to Denver Intl Arpt (DEN)

UNITED AIRLINES United (UA) Flight Number 0859 Depart After 12:00 PM (L Class)

Connecting at Denver Intl Arpt (DEN) to Los Angeles Intl (LAX)

UNITED AIRLINES United (UA) Flight Number 0227 Depart After 1:40 PM (L Class)

Depart Date

Los Angeles Intl (LAX) to Denver Intl Arpt (DEN)

UNITED AIRLINES United (UA) Flight Number 0336 Depart After 12:45 PM (L Class)

Enter your dates of travel, and we will create a trip using these air, car and hotel options.
The availability display will have a small "T" on the tab to denote when the results exactly match your desired option.

Connecting at Denver Intl Arpt (DEN) to Eppley Airfield (OMA)

After clicking next you will be given the availability screen showing the cloned flight along with other options, at this point you can select the same or choose to select another flight

Click next

Newark, NJ To Atlanta, GA Mon, Apr 11 - Tue, Apr 12

[Print / E-mail](#)

[Baggage Fee Policies](#)

[Hide matrix](#)

All 57 results	US Airways	Multiple Carriers	American	Delta	Continental
Nonstop 16 results	--	--	--	825.40 16 results	--
1 stop 39 results	391.80 19 results	474.80 8 results	500.80 6 results	--	928.10 6 results
2 stops 2 results	--	--	--	462.70 2 results	--

Shop by Fares

Shop by Schedule

Sorted By: Price - Low to High

Displaying: 57 out of 57 results.

<<Previous 1 2 3 4 5 6 Next>> | All

Price	Carrier	Depart	Arrive	Stops / Duration
\$391.80 Reserve <input checked="" type="checkbox"/>	US Airways	EWR 6:30 am ATL 3:40 pm	ATL 10:50 am EWR 8:07 pm	1 / 3h 11m 1 / 3h 16m
compare			more like this +	show details
\$391.80 Reserve <input checked="" type="checkbox"/>	US Airways	EWR 6:30 am ATL 5:58 pm	ATL 1:07 pm EWR 9:56 pm	1 / 3h 17m 1 / 3h 17m
compare			more like this +	show details
\$391.80 Reserve <input checked="" type="checkbox"/>	US Airways	EWR 6:30 am ATL 1:55 pm	ATL 1:07 pm EWR 8:07 pm	1 / 3h 17m 1 / 3h 16m
compare			more like this +	show details
\$391.80 Reserve <input checked="" type="checkbox"/>	US Airways	EWR 6:30 am ATL 3:40 pm	ATL 1:07 pm EWR 9:56 pm	1 / 3h 17m 1 / 3h 10m
compare			more like this +	show details

Previous Searches

Previous Searches

Load

Change Flight Search

Outbound

Depart

6:00 AM - 10:40 AM

Arrive

8:21 AM - 9:15 PM

Return

Depart

12:36 PM - 5:58 PM

Arrive

2:54 PM - 1:30 AM

Price

Choose currency: USD \$

Price

\$391.80 - \$983.10

Display Settings

☐ Hide Non-refundable Fares

☐ Hide Propeller Planes

☐ Depart/Return Same Airport Only

Airport Filters

Once the flight is selected the record will continue on to the purchase process.